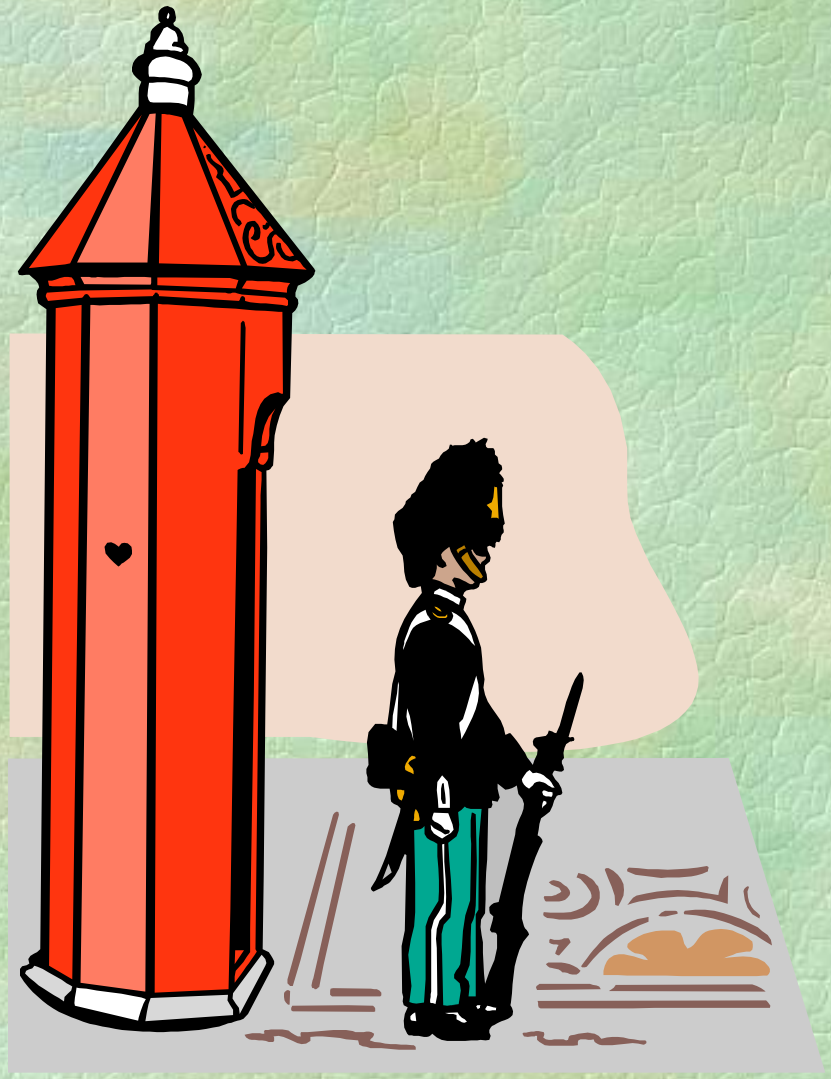
DUTY ROSTER



2 MAR 04

Terminal Learning Objective

Given the proper information

and appropriate forms

Enabling Learning Objectives

a. Given information on managing an equitable program for the distribution of tasks select the

b. Given the appropriate information, prepare the heading of DA Form 6, IAW AR 220-45.

c. Given the appropriate information, prepare a duty roster IAW AR 220-45.

1. Purpose:

Equitable determination of duty assignme

(1) Maintained for each duty i.e.

CQ, staff duty, etc.

(2) Applies to AA, AR and ARNG.

NOTE: Commanders are authorized to

establish methods and

2. Preparation/disposition of DA Form 6.

a. Nature of duty block: Place name of duty to be performed.

b. Nature of duty, organization, grade, name, month, day

c. Dates:

(1) From date: Follows "to" date from previous DA Form 6.

(2) To date: The date of the last detail on this DA Form 6.

d. Disposition of completed DA Forms 6 will be IAW AR 340-2, AR340-6 and AR 340-18-1.

3. Posting duty rosters.

a. Contains only the names of those required to perform duty.

b. Names will appear alphabetically within by grade.

c. Posted only for those days on which detail is required.

d. Person with highest number will perform duty.

e. Diagonal lines in right corner
denotes performance of duty on
that date.

f. The number in parenthesis by
a person's name refers to an
explanatory note on the

g. Abbreviations on DA Form 6.

(1) "A" not available because of leave, pass, temporary duty, special duty, line of duty illness or other authorized absence not due to misconduct.

<u>NOTE</u>: TDY Travel that does not extend beyond regular duty hours <u>will not</u> normally qualify an individual for an "A" on the duty roster.

(2) “D” those who could not perform duty due to their authorized absence i.e. performing another detail.

(3) “U” those not available due to being AWOL, in confinement, etc. not available due to their own fault.

h. When abbreviation “A” is used,
the numbering sequence will be interrupted. When abbreviations “D” and “U” are
used, the number sequence will
continue.

QUESTIONS?

Review

A. Select the purpose of the dut

B. Prepare the heading of DA Fo

C. Prepare a duty roster.